



WILLIAM A. BELL, SR.  
MAYOR

# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

P-100 CITY HALL  
710 NORTH 20TH STREET  
BIRMINGHAM, ALABAMA 35203-2227

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J. THOMAS BARNETT, JR.  
FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

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ASSISTANT PURCHASING AGENT

July 20, 2015

### INVITATION TO BID # 15-56

Sealed bids for various paper products, both virgin and recycled products for the City of Birmingham for a period of six (6) months with month to month extensions thereafter upon mutual agreement of both parties, will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama until 2:00 p.m., August 20, 2015 at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until bid opening date. Any addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided and all quotations are to be f o b. Birmingham, Alabama delivered.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

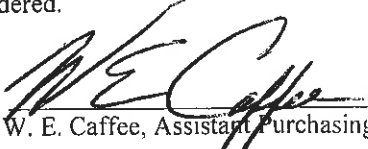
The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID – VARIOUS PAPER PRODUCTS-2:00 P.M., 08/20/15**". Bids may be hand delivered to Room P-100 1st Floor City Hall Birmingham, Alabama, or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama 35202-1295. (**DO NOT MAIL BID TO ROOM P-100 FIRST FLOOR CITY HALL**). However bids sent by any express carrier (Federal Express, UPS, DHL, etc.) must be mailed to 710 North 20th Street, Birmingham, AL 35203, and specify delivery to Room P-100 1st Floor City Hall.

It is the bidder's responsibility to make sure that his/her bid is in the possession of the Purchasing Agent on or before 2:00 p.m., August 20, 2015. Bids received after this time will not be considered.

  
W. E. Caffee, Assistant Purchasing Agent

## **SPECIFICATIONS FOR PAPER PRODUCTS FOR THE CITY OF BIRMINGHAM**

The City of Birmingham is seeking bids for various paper products, both virgin and recycled products. The basis of the bid shall consist primarily of any and all paper products use by the City and stocked at various locations throughout the City. The City intends to award to the lowest priced, responsive, responsible bidder(s) on an individual line item basis for virgin products, or recycled products or both. The extent of the use of recycled products will be determined by quality and acceptability through actual use of the product. For the purpose of this bid, recycled paper products are defined as product containing at least 20% post consumer waste. Bidders are to provide a written statement from the manufacturer of recycled items bid stating percentage of post consumer waste content in each item bid. **For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.**

The proposed contract shall extend for a minimum time frame of six (6) months with a month to month extension thereafter, upon mutual agreement of both parties. This extension phase is not to exceed thirty (30) months. During the extension phase of the contract should any product bid have a manufacturer's price increase which applies across the board to all sales of the product, the City shall allow the bidder to increase the bid price by the exact dollar amount of the manufacturer's price increase. Bidder must provide the City printed documentation from the manufacturer of any such price increase at least thirty (30) days prior to implementing any increase in price. No increase in price shall be allowed during the first six (6) months of the contract. Prior to the end of the initial contract term or during any extension phase of this contract, the successful bidder(s) shall give the City an advanced thirty (30) days written notice of their intent not to extend the contract on a month to month basis. Should any product herein experience a manufacturer's price reduction during the contract period, the City is to receive the benefit of such reduction(s).

**No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.**

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a non-responsible vendor. This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

**Bidders are required to provide an additional two (2) copies of their original bid with their package.**

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

**Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$500.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.**

Successful bidders shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

The City reserves the right to cancel the contract, in whole or part, and seek new bids at any time the City determines that the item or product line being supplied is failing to perform satisfactorily.

Any bid that imposes a service fee or any other type of fee on any order not exceeding a minimum order quantity or minimum purchase order dollar amount, will be determined a non-responsive bid and will not be considered for award.

Any bid that stipulates a reversal of freight charges if a minimum quantity or purchase order amount is not ordered, will be determined a non-responsive bid and will not be considered for award.

The contract(s) shall become effective from the date noted in the Notification of Award letters to be mailed to the successful vendor(s).

Contract award to purchase the materials covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

Bids may be solicited for any product included in this contract where an immediate/emergency need exists, including large quantities. The decision of the Purchasing Agent as to what constitutes a biddable situation shall be final and shall not be construed as a breach of contract.

Should other paper items currently not shown on the bid form, be required during the life of the contract, the City reserves the right to seek verbal bids from only the responsive respondents of this Invitation to Bid, and to make an award of these additional items to the lowest responsive, responsible bidder for the remaining life of this contract.

Only established firms, located within Jefferson County, AL or any county contiguous to Jefferson County engaged in the active stocking and selling of paper products will be eligible for consideration of award. Bidder must be an authorized distributor for any product line offered to the City for consideration.

The City may require samples of any product before an award is made. Any sample(s) requested must be made available to the City within seventy-two (72) hours of request or as otherwise stated in the bid specification. Failure to provide the sample(s) within this time frame may result in the rejection of the product(s) from award consideration.

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the Federal Small Business Administration.

**Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.**

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

Any questions concerning these specifications should be addressed to the Purchasing Division, Attn: Artelia Macon, Principal Buyer at (205) 254-2265 or Fax: (205) 254-2484, between the hours of 9:00 a.m. & 4:00 p.m. Monday thru Friday.

#### **DETAILED PERFORMANCE REQUIREMENTS:**

**Definition:** This is a Central Stores Warehouse supply contract and as such, certain other terms, conditions and/or requirements will exist in addition to the aforementioned terms, conditions and requirements. Bidders are advised to pay close attention to these requirements and instructions when bidding all items.

**Intent:** The Central Stores Warehouse intends to utilize this contract to minimize its on-hand inventory investments, maximize available storage resources and establish rapid and reliable inventory replenishment sources. Only vendors with adequate on-hand inventory to meet the City's requirements will be considered eligible for awards. Vendors who do not have, or cannot have adequate inventory on-hand and ready for immediate delivery to the City should not submit bids for this contract.

**Merchantability:** For the purpose here, merchantability is defined as being fit for the ordinary purpose for which such goods are intended. All items shipped under this contract are to be new and of first line quality and condition. All items received by the Central Stores Warehouse under this contract shall be free of damages and be packed in their original packages, boxes, and/or cases.

**Freight Charges:** All prices quoted for items within this contract are to be **F.O.B. delivered to the City's specified facilities.**

**Quantities:** The quantities shown on the bid form are **estimated annual quantities for evaluation purposes only.** The City does not guarantee any specific quantity or dollar value of goods to be purchased during the life of the contract. Merchandise shall be ordered as requirements dictate. The City reserves the right to purchase more or less than these quantities as conditions require, and no bidder shall attempt to hold the quantities shown as a firm quantity under this contract. The City shall be allowed to order at any time, in any quantity (complying with vendor minimums if so stated and accepted) during the life of this contract.

**Minimum Order Quantities:** The City will consider bids requiring reasonable minimum order quantities. Vendors are to state in the “Brand/Series/Counts” column for each product any minimum order quantities required for the F.O.B. shipping of the item(s). **Failure by vendor to state a minimum order quantity will obligate vendor to ship any quantity ordered by the City.** The City reserves the right to determine what a “reasonable” minimum order quantity is based on the City’s historical and projected future usage information. The City will reject any bid which requires an unreasonable minimum order quantity.

**Special Shipping Requirements:** Some items within this Invitation to Bid may have special shipping instructions indicated within the item’s specifications on the Bid Form. Bidders should pay close attention to any such instructions, as failure to comply could result in the rejection of the goods at the time of receipt.

**Purchase Orders:** A purchase order number is required for any and all orders. Shipments made without a purchase order number are at the vendor’s risk. The City will issue purchase orders to vendors as items are required. However, at its option the City may choose to issue “Timed Release Purchase Orders” for any item(s) it so chooses. Such purchase orders will require the supply of a fixed quantity of a given item(s) over a given period of time. The purchase orders will state either a series of fixed receiving dates or will give a “release upon demand” instruction. The responsibility of maintaining adequate on-hand inventory to meet the City’s requirements for such purchase orders rest solely with the vendor(s) and consistent failure to deliver goods at the requested time(s) shall constitute breach of contract, whereby the City reserves the right to immediately terminate the contract. Should termination occur, the holder of the contract may be declared a “non-responsible vendor”. This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

**On-Line Ordering:** The Central Stores Warehouse fully intends to take advantage of any on-line ordering capabilities offered by the successful vendor(s). Any vendor(s) offering such services will agree to provide the City with access to the site, account establishment, user ID setups, training, etc. at no cost to the City. As a rule, when on-line ordering is used by the City, no hard copy of the Purchase Order will be mailed to the vendor. However, vendors may request that hard copies be mailed, and the City will comply with any and all such request.

**Invoicing:** All purchase orders issued by the City of Birmingham indicate an invoice mailing address based on the Department for whom the purchase order was issued. In order for timely payment to be received, it is imperative that vendors mail invoice copies to the so indicated address. Failure to do so will result in delayed payments. **Do not mail invoices to the Accounts Payable Division.**

**Payment Questions:** For any questions concerning payments for delivered items covered within this contract, please contact **Harold Houston, (Buyer)** at the Central Stores Warehouse, phone: (205) 254-6368, or fax: (205) 254-6588, Monday through Friday, between the hours of 7:00 a.m. and 3:00 p.m. CDT. **Do not contact the Accounts Payable Division.**

**Substitutions of Products:** The City recognizes the fact that from time to time substitutions of products other than those the vendor specifically quoted may have to occur. Any product offered as a substitute must be of equal or greater quality and value as the one being substituted for. No price increase from the original contract price will be allowed. Should the need for a substitute arise, the vendor should contact **Phillip Hyche, (Inventory Manager)** at the Central Stores Warehouse, (205) 254-6510, Monday through Friday, between the hours of 7:00 a.m. and 3:00 p.m. CDT for approval of any substitute before shipment is made. Failure to do so will result in the rejection of the goods at the time of receipt. Approval of a substitute once does not constitute future approval. Approvals will have to be obtained from the City for each substitution occurrence before any shipment is made. **In order to avoid any confusion, all request for approvals should be submitted in writing after verbal notification and before shipping. Such written notice may be faxed to the City at (205) 254-6588, ATT: Phillip Hyche, Inventory Manager. Failure to submit such written notice could result in the rejection of the goods at the time of receipt.**

**Permanent Substitutions:** Any vendor seeking to permanently substitute an item must submit, in writing, a request stating the product for which a substitute needs to be supplied, the manufacturer and brand name of the proposed substitute, any pertinent product information, and the reasons for the need to make a permanent substitute. The City may require samples of any substitute before a decision is made as to acceptability. It is the vendor's responsibility to supply any such requested samples within five (5) working days of the request. No price increase from the original contract price will be allowed. The City will notify the vendor, in writing, of its decision to approve or deny the proposed permanent substitution.

**Product Modifications:** If a successful vendor/manufacturer resizes a product in any way, or changes package sizing in any way, the vendor must immediately contact the Purchasing Division of the City in writing to negotiate a price adjustment. Failure to do so will result in rejection of the goods at time of receipt.

**Product Delivery:** The City has limited storage space so timely delivery shall be a consideration. The successful bidder(s) shall guarantee full delivery within five (5) working days of receipt of order for all towels, tissues and copy papers. All common print papers should be delivered within three (3) days of receipt of order. Some common and special print papers may require same or next day delivery in order to meet Print Shop production schedules. Delivery on all other items shall be no more than 5-7 working days from receipt of purchase order. The City may not consider any bid that exceeds these timeframes.

**Primary delivery sites:** the Central Stores Warehouse, 431 6<sup>th</sup> Ave. South, the Purchasing and/or Print Storerooms, City Hall Basement, 710 North 20<sup>th</sup> Street, the Boutwell Auditorium, 1930 8<sup>th</sup> Ave. N. and possibly a few other sites on an infrequent basis. **Bidders must state in the Exceptions to Specifications area of the Bid Form if unable to deliver materials to ANY of the City's facilities.**

**Receiving Hours:** The Central Stores Warehouse receiving hours are: 7:00 a.m. to 3:00 p.m. CDT, Monday through Friday. The Purchasing & Print warehouses receiving hours are 8:00 a.m. to 4:30 p.m. CDT, Monday through Friday and the Boutwell Auditorium will establish Monday through Friday receiving times with the successful vendor(s).

**Partial Shipments:** The Central Stores Warehouse as a rule accepts partial shipments. However, vendors should note that the receipt of a partial shipment of ordered goods does not alleviate the vendor's obligations for the complete shipment of goods by the due date as stated within the purchase order. Consistent failure to ship reasonably complete orders will constitute breach of contract and will result in the declaration of the vendor as a "non-responsible vendor" and subject to the aforementioned penalties of such declaration. For the purposes herein, "reasonably complete" shall mean at least 70% of the total quantity ordered by the City and indicated on the purchase order.

**Late Shipments:** The City will notify vendors with a written letter of warning each time an order is received later than five (5) working days past the due date. Receiving due dates are noted in the "**Maximum Delivery Times**" section of this specification. Any vendor receiving such a warning letter, will be required to submit to the City, in writing, a detailed explanation of the delay and what remedies have been implemented to insure future contract compliance. The City reserves the right to immediately terminate the contract with any vendor who receives a total of three (3) such letters of warning within any one (1) year time frame. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

**Failure to Ship Goods:** The outright failure to ship any contracted goods ordered by the City will constitute breach of contract and the City reserves the right to immediately terminate the contract. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

**Rejected Goods:** Any goods rejected by the City, for whatever reason, are to be picked up by the vendor within forty-five (45) days of the date of written notice to the vendor of the rejection. The City shall seek all legal remedies available to it to dispose of any rejected materials left past this time frame including, but not limited to, transport to an approved and licensed landfill for disposal.

**Rounding Up or Down of Quantities Shipped:** The City as a rule will order whole count units (cases, boxes, pallets, etc.) whenever possible. No vendor should round up or down quantities ordered by the City without first receiving approval to do so.

**Exceeding Maximum Delivery Times:** Consistent failure by a successful vendor to meet the stated maximum delivery times will constitute grounds for the termination of the awarded items of the contract and the declaration of the vendor as a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

**Item Specifications:** Bidders are to bid items exactly as specified in the Bid Form. Bidders are to supply all requested product information in the areas provided on the Bid Form. Any exceptions should be noted in the "Exceptions to Specifications" space provided on the Bid Form. Failure to note exceptions could result in the rejection of the bid. **If the item specification calls for the supply of product specifications literature, it must be included with the submitted bid. Any product specification literature submitted must adequately demonstrate that the item(s) being bid meets or exceeds the given specification.**

### **DETAILED SPECIFICATIONS FOR TOWELS AND TISSUE**

Paper towels and toilet tissue are to be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness and foreign materials or dirt. Edges shall be cleanly cut and not ragged. Tissue and towels shall dispense properly and freely with no tearing or wasting when properly loaded in appropriate dispensing fixture and have no disagreeable odor either wet or dry. Towels shall be folded according to specifications. All items bid must fit and dispense from appropriate standard dispensers.

All paper towels (single-fold and C-fold) and toilet tissues are to be shipped on non-returnable or one-way pallets. No exceptions.

All bidders must provide samples of all toilet tissue, C-fold, single-fold and 8" paper towels, with their bid. All samples are to be clearly identified as to the manufacturer's name, series name, item number and vendor's name. Failure to submit these samples may result in rejection of vendor's bid. These samples will be used for subjective testing and evaluation and cannot be returned. For these items bidders are also to include with their bid the manufacturer's product specification sheet(s) (published).

Vendors must have adequate inventories and facilities to properly service the City's requirements. Since the City has limited storage space, rapid delivery of items shall be an important consideration. All orders should be able to be shipped complete within five (5) working days of receipt of order.

#### **C-FOLD TOWELS**

Color: **White**

Finish: dimple

Min. width: 12.75" (+/- 1/8")

Min. length: 10.125" (+/- 1/8")

Case count: 2400 towels/cs. (state deviations)

Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.

Brand: Wausau Paper, Dubl-Nature series, # 49190 or fully equal.

#### **SINGLE-FOLD PAPER TOWELS**

Color: **White**

Finish: Dimple

Min. width: 10.125" (+/- 1/8")

Min. length: 9.125" (+/- 1/8")

Case count: 4000 towels/cs. (state deviations)

Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.

Brand: Wausau Paper, Ecosoft series, # 47500 or fully equal.

## **TOILET TISSUE**

Color: **Bright White only**

Grade: Extra soft, premium grade, facial quality, fully wrapped.

Size: **Minimum 4" x 3.75", 2 ply, X 500 sheets/roll (state dimensions & sheet count on Bid Form!)**

Case count: 96 rolls/case **(state case count on Bid Form)**.

Do Not Bid Unwrapped Rolls or Non-Perforated rolls.

Do Not Bid Single Ply Tissues. Do Not Bid tissues that plies are not mechanically bound together.

Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.

Brand: Atlas Mills, Green Heritage # 250 (recycled) or fully equal. Virgin papers should be same grade.

## **TOWELS, ROLL TYPE**

Color: **White**

Minimum Size: 7.875 x 800' per roll (state deviations)

Case Count: 6 rolls/case. (state deviations)

Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.

Brand: VonDrehle Preserve # 880-B or fully equal

## **TOILET TISSUE "JUMBO JR." ROLL**

Color: **Bright White only**

Size: 3.78" x 1000', 2 ply, 9"diameter roll. (Do Not Bid Single Ply Tissues)

Case Count: 12 rolls/case (state any deviations).

Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.

Brand: Morcon Inc. Mor-soft Millennium M29 or fully equal.

## **DETAILED SPECIFICATIONS FOR COPY PAPERS & PRINTING PAPERS**

All paper is to be of first quality and of good appearance - no damaged or second quality goods will be accepted. When quoting any white papers do not quote dingy or off white papers. All color papers should be of a clean, bright and even appearance. All 11 x 17 & smaller bond type papers are to be factory wrapped with moisture proof wrapping. All boxed papers are to be boxed in moisture proof box.

**Printing type papers will require delivery to the City Hall basement loading dock area wherein the City's Print Shop is located. Any bidder that cannot make deliveries to this basement location is not to submit bids for this section as such bids will be rejected as invalid.**

Printing paper products must be readily available with delivery being no more than three (3) working days from receipt of purchase order. Many of the common and special print papers may require same or next day delivery in order to meet Print Shop production schedules, therefore vendors who do not have the ability to make such rapid deliveries or do not have adequate inventories immediately available for deliveries should not quote printing papers. Repeated late delivery will be considered grounds from termination of contract with 30 days written notice for cause.

All print papers are to be quoted exactly as specified. Any exceptions are to be noted in the exceptions space provided.



**COPY PAPERS MINIMUM SPECIFICATIONS :** All copy papers quoted are to be suitable for use in high speed offset presses, all types of copiers, all laser and/or inkjet printers and all plain paper fax machines. All copy papers are to be factory cut with clean edges so as to not cause jamming problems. All copy papers are to be factory wrapped with moisture proof wrapping. No unwrapped papers will be considered. All copy papers are to be nominal 20 LB rated paper and should be of adequate stiffness so as to avoid jamming problems in any manufacturer's machines. All white copy papers are to be quoted in a minimum of 92 Brightness rating. Do not quote brightness ratings less than these. Dingy and/or off white copy papers will not be acceptable to the City. All copy papers quoted are to be suitable for two (2) sided printing with no degradation in paper appearance. The minimum acceptable opacity rating is 85 and the minimum smoothness rating is 150 (+/- 10%). Minimum acceptable caliper of 4.0. All copy papers quoted are to be acid free. When applicable all paper to be of long grain cut. All color copy paper is to be of an even and rich color with a smoothness rating of approx. 150 and an Opacity rating of not less than 87 and meet all of the same requirements as the white copy papers. Recycled copy papers quoted are to contain approximately 30% post-consumer fiber and meet the same minimums for brightness, opacity, smoothness and caliper and exhibit the same overall characteristics as virgin papers. 5000 sheets per carton (2500/c for 11 x 17) shall be the standard & preferred packaging. The City will normally order quantities in lots of standard pallet counts when placing orders (30 or 40 cartons/pallet) for copy papers. **All shipments of copy papers are to be palletized. The City will not consider any 2<sup>nd</sup> line (aka: plain wrapper) copy papers at this time.**

#### **DETAILED SPECIFICATIONS FOR CARBONLESS PAPER**

All carbonless paper is to be of first quality and of good appearance - no damaged or second quality goods will be accepted. All carbonless paper should be of a clean, bright and even appearance. All sizes of carbonless paper are to be factory wrapped with moisture proof wrapping. All boxed carbonless papers are to be boxed in moisture proof box.

**Carbonless paper will require delivery to the City Hall basement loading dock area wherein the City's Print Shop is located. Any bidder that cannot make deliveries to this basement location is not to submit bids for this section as such bids will be rejected as invalid.**

Carbonless paper must be readily available with delivery being no more than three (3) working days from receipt of purchase order. Many of the common and special print carbonless paper may require same or next day delivery in order to meet Print Shop production schedules, therefore vendors who do not have the ability to make such rapid deliveries or do not have adequate inventories immediately available for deliveries should not quote printing papers. Repeated late delivery will be considered grounds for termination of contract with 30 days written notice for cause.

All carbonless papers are to be quoted exactly as specified. Any exceptions are to be noted in the exceptions space provided.

#### **NOTES TO ALL BIDDERS:**

**CALCULATING SUB & GRAND TOTALS:** Where "Virgin" and "Recycled" products are bid, use the "Virgin" extended total in calculating the Grand Total.

**PRODUCT INFORMATION:** Bidders are to supply all brands & series names, case counts, minimum order quantities, delivery times, etc., in the column provided on the Bid Form. Failure to do so may result in the outright rejection of any offered product(s) from consideration of award.

**DELIVERY ABILITY INFORMATION:** Bidders must state in the Exceptions to Specifications area of the Bid Form if unable to deliver materials to ANY of the City's facilities.

# BID FORM

William Caffee  
Asst. Purchasing Agent  
City of Birmingham

Submitted below is my firm bid for the annual contract for the supply of paper products for the City of Birmingham, Central Stores Warehouse for a period of six (6) months and month to month thereafter in accordance with your invitation to bid and specifications dated July 20, 2015. Prices quoted are f.o.b. Birmingham, Alabama delivered and I am bidding in accordance with specifications except as listed below.

## GENERAL ITEMS: PAGE 1 of 6

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
6	Case	Aprons, disposable Kitchen, Light weight poly, white, 24" x 42" 10/100 per cs. State case count & dimensions.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
16	Bundle	Bags, paper. Brown. Grocery size 1/6 Kraft Barrel Bags. Packed 500 per bundle. Duro # 80076 or fully equal. State bundle count.		Virgin \$ _____/bdl Recycled \$ _____/bdl	\$ \$
24	Case	Bowl, Soup 12 oz. HOT/COLD. Non-laminated. White color. Packed 1000 per case. Dart #12BWWC or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Caps, Kitchen (Hair Nets). White Color, 21". Packed 100 per dispenser box, 5 box's per case (500/cs). Island Poly #300-575 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
12	Case	Covers, toilet seat. Standard covers. Scott 7410 design only so as to fit existing stock dispensers. 125/box - 24 boxes/case. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 1					\$

# BID FORM

GENERAL ITEMS: PAGE 2 of 6

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
6	Case	Covers, toilet seat. Half fold covers. Krystal View or Discreet-Seat DS-5000 premium covers. 100% biodegradable. 250/box - 24 boxes/case. <b>KRYK-5000 or Discreet-Seat DS-5000, no substitutes.</b>		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
40	Case	Cup, paper. Cone shaped for water cooler use. Solo 4 oz. #4R. Cone or "V" shaped with rolled rim. Packed 5000 per cs. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
10	Case	Cup, Styrofoam. Hot/cold drink, 6 oz. Packed 1000 per cs. Dart #6J6 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
12	Case	Cup, Styrofoam. Hot/cold drink. 8 oz. Packed 1000 per cs. Dart #8J8 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
48	Case	Cup, Styrofoam. Hot/cold drink. 12 oz. Packed 1000 per cs. Dart 12J12 or equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Cup, 7 oz. Translucent plastic cold cups. 2500/cs. DART # 7N25 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Cup, 9 oz. Translucent plastic cold cups, 2500/cs. DART # 9N25 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Cup, 10 oz. Translucent plastic cold cups, 2500/cs DART # 10N25 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 2					\$

# BID FORM

GENERAL ITEMS: PAGE 3 of 6

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
6	Case	Cup, 14 oz. Translucent plastic cold cups, 1000/cs. DART # 14N or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Cup, 20 oz. Translucent plastic cold cups, 1000/cs. DART # 20N or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
30	Box	Gloves, food handler, Clear plastic, disposable, embossed pattern. Large size only. Packaged 10 packs of 100 gloves per box 1000/bx). Price per box. Ambitex PLG6501 or equal.		Virgin \$ _____/bx Recycled \$ _____/bx	\$ \$
4	Case	Napkins, Beverage. 10" x 10" 1-ply. White, ¼ fold. State case count. James River #JR1004 or equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
4	Case	Napkins, food (luncheon). 12" x 13" 1-ply. White, ¼ fold. State case count. James River #JR1324 or equal		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
4	Case	Napkins, Sanitary, #4 size. Individually wrapped. 250/cs. Hospital Specialty GARD # 4 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
4	Case	Napkins, table Dispenser type. White. 1-ply. Packed 10,000 napkins per case. 7" x 13.5". Scott # 98710 or fully equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Roll	Paper, Butcher. 24" x 1300' per roll. 40 lb weight. Color: White only. State roll width, weight and length.		Virgin \$ _____/rl Recycled \$ _____/rl	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 3					\$

# BID FORM

## GENERAL ITEMS: PAGE 4 of 6

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
60	Case	Plates, Styrofoam construction. White. Non-laminated. Minimum diameter size 10.25". All plates shall have 3 compartment patterns. Packaged 500 per case. DART 10CPWC or fully equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Spoons, plastic. Medium size, individually wrapped. Bulk packed. State box & case count. DART #172180 or equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
2	Case	Stirrers, beverage. 5" length. Carnival or equal. State box & case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Straws, beverage. Jumbo size 6-3/4" length. Individually wrapped. Clear Shield Co. or equal. State box & case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Tampons. Hospital Specialty # T-500 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
550	Case	Tissue, Toilet. 2-Ply, White, extra soft premium grade, facial quality. See detailed specs. Provide all requested info. Atlas Mills, Green Heritage # 250 or fully equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
72	Case	Tissue, Toilet. Jumbo Jr rolls. 3.7" X 1000', 2-ply rolls. White color. See detailed specs. Provide all requested info. Scott JRT Jr. # 07805 or fully equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
24	Case	Tissue, Toilet. Bay West (Wausau Paper) # 06390 for dispenser # 80300. Dbl-Soft series, 2 ply, 3.75 x 4" x 800 sheets/roll. 36 rolls/cs. Bay West # 06390 only. No substitutes.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 4					\$

**GENERAL ITEMS: PAGE 5 of 6**

**BID FORM**

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
900	Case	Towels, C-Fold. Dimple finish, white, packed 2,400 towels per cs. See detailed specs. Provide all requested info.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
600	Case	Towels, single fold pattern, white. See detailed specs. Provide all requested info. Scott # 01700 or fully equal. All shipments must be palletized.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
12	Case	Towels, roll type. White, 8" x 800 ft. per roll. 6 rolls/cs. For use in Bay West # 80010 auto dispensers. Bay West (Wausau Paper) towel # 38090 Dubl-Nature series only, no substitutes.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
40	Case	Towels, roll type. White, 8" x 450 ft. per roll. 12 rolls/cs. For use in Bay West # 86600 compact dispensers. Bay West (Wausau Paper) towel # 38060 Dubl-Nature series only, no substitutes.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
60	Case	Towels, roll type. White, 8"x 800 ft. per roll. For use in universal dispensers. See detailed specs. Provide all requested info.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
60	Case	Towel, roll type. For use with G/P En-Motion dispensers. Size 10" x 800' with 6 rolls per case. G/P #89460. No substitutes.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
10	Case	Towel, shop. General purpose disposable wiper. Absorbs liquids, lubricants and oils. Must be soft enough for use on face and hands. K/C # 05701 or fully equal. State package and case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 5					\$

# BID FORM

GENERAL ITEMS: PAGE 6 of 6

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
4	Case	Towel, wiper. Heavy duty wiper/shop towel. Low lint, polypropylene, melt-blown construction. Acid, base and solvent resistant. K/C # 33560 or fully equal. State pack count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Tray, carry out. Sectioned for 4 cups. Keys Fiber or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
8	Case	Tray, Nacho. Large. Clear plastic with wide side ribbing for rigidity. 2 compartment size of 19 oz. and 3.3 oz. and physical tray dimensions of approx. 8" x 6.25" x 1.562" DART#C68NT2 or fully equal. State case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Wrap, deli. Sheet min. size 10" x 10.75" . 500 sheets/box. State box count and case count.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Case	Wrap, hot dog. Cushioned fold sandwich sheets. 9" x 12" silver, 500 sheets/box. State box count and case count. Reynolds or fully equal.		Virgin \$ _____/cs Recycled \$ _____/cs	\$ \$
6	Roll	Wrap, stretch. 14" x 1500' X .80 Mil. Hand wrap type. Translucent tear resistant film with excellent stretch ability for wrapping pallets & cartons. Include product specification sheet.		Virgin \$ _____/rl Recycled \$ _____/rl	\$ \$
GENERAL ITEMS SUB TOTAL PAGE 6					\$
GENERAL ITEMS SUB TOTAL PAGE 1					\$
GENERAL ITEMS SUB TOTAL PAGE 2					\$
GENERAL ITEMS SUB TOTAL PAGE 3					\$
GENERAL ITEMS SUB TOTAL PAGE 4					\$
GENERAL ITEMS SUB TOTAL PAGE 5					\$
GENERAL ITEMS GRAND TOTAL					\$

NOTE: ANY AND ALL EXCEPTIONS TO SPECIFICATIONS IN SPACE PROVIDED AT END OF BID FORM

# BID FORM

COPY PAPER/PRINTING PAPER: Page 1 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices		Extended Total
5	CTN.	Boxes, Business Card (100/ctn)		Virgin \$ _____/ctn		\$
				Recycled \$ _____/ctn		\$
5	CTN.	Boxes, Letterhead 8 1/2" x 11" C2" (100/ctn)		Virgin \$ _____/ctn		\$
				Recycled \$ _____/ctn		\$
10	M	Envelope, No 5 Baronial, Ivory		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
10	M	Envelope, No 5 Baronial, White		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
10	M	Envelope, No 6 Baronial, Ivory		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
10	M	Envelope, No 6 Baronial, White		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
25	M	Envelope, No. 6 3/4 - 24 lb. White, Regular		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
5	M	Envelope, No. A7, White, Vellum finish, 70 Lb. 250/bx. Waverly Hall # 87427 only, no substitutes.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
COPY/PRINT PAPER SUB TOTAL PAGE 1						\$



# BID FORM

COPY PAPER/PRINTING PAPER: Page 2 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
20	M	Envelope, No. 9, 24 lb. White Regular		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Envelope, No. 9, 24 lb. White Window		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
40	M	Envelope, No. 9, 24 lb. Blue, Regular		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
15	M	Envelope, No. 9, 24 lb. special window. White wove diagonal seam, split gum, standard blue tint. Window dimension of 1 1/8" x 3-3/4 located 1-7/8" from left and 1" from bottom. Printed 1 color 1 side black.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Envelope, No. 10, Classic Writing, 24 lb.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Envelope, No. 10, Stratmore Writing, 24 lb.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
4	M	Envelope, No. 10, Classic Laid, 24 lb. Natural White.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
400	M	Envelopes, No. 10, 24 lb. White, Diagonal Seam.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 2					\$

**BID FORM**

**COPY PAPER/PRINTING PAPER: Page 3 of 15**

<b>Est. Annual Qty</b>	<b>UOM</b>	<b>Description</b>	<b>Brand/Series/Counts</b>	<b>Unit Prices</b>	<b>Extended Total</b>
400	M	Envelopes, No. 10, 24 lb. White, Window Diagonal Seam.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Envelopes, No. 10, Medical 1500 series. Right hand window. Internal security blue.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
25	M	Envelope, No. 10, Classic Columns, 24 lb., Solar White, linear finish. No substitutes.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Envelopes, 3 1/8" X 5 1/2", No. 5-1/2, 24 lb. Brown Kraft coin envelopes. 500/bx. 10bx/cs. Mac # 84310 or fully equal.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
5	M	Envelopes, 4" x 6 1/2", 28 lb. Brown Kraft Clasp fastener.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
5	M	Envelopes, 6" x 9", 28 lb. White wove. Booklet.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
12	M	Envelopes, 6" x 9, 28 lb. Brown Kraft Catalog		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
5	M	Envelopes, 6 1/2" x 9 1/2" 28 lb. Brown Kraft Clasp fastener.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Envelope, 9" x 12" 28 lb. Brown Kraft Booklet.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
<b>COPY/PRINT PAPER SUB TOTAL PAGE 3</b>					<b>\$</b>

# BID FORM

COPY PAPER/PRINTING PAPER: Page 4 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
20	M	Envelope, 9" x 12" 28 lb. Brown Kraft Catalog		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
3	M	Envelope, 9" x 12" 28 lb. Brown Kraft Catalog with clasp & reinforced eyelet & gummed seal. 100/bx.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Envelope, 9 1/2" x 12 1/2" 28 lb. Brown Kraft Catalog		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
40	M	Envelope, 9 1/2" x 12 1/2" 28 lb. Brown Kraft Booklet.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
40	M	Envelope, 9 1/2" x 12 1/2" 28 lb. White Catalog.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Envelope, 9 1/2" x 12 1/2" 28 lb. White Booklet.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
182	M	Envelope, 9 1/2" x 12 1/2" 28lb. Brown Kraft Catalog, Catalog with clasp & reinforced eyelet & gummed seal. 100/bx.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
6	M	Envelope, 10" x 13", 28lb. White Catalog		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
5	M	Envelope, 11 1/2" x 14 1/2" 28 lb. Brown Kraft catalog envelopes		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 4					\$

# BID FORM

COPY PAPER/PRINTING PAPER: Page 5 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices		Extended Total
150	M	Paper, Carbonless. 8 1/2" x 11", 2 part. Superior, reverse.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
200	M	Paper, Carbonless. 8 1/2" x 11", 3 part. Superior, reverse.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
75	M	Paper, Carbonless. 8 1/2" x 11", 3 part. Superior, straight.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
75	M	Paper, Carbonless. 8 1/2" x 11", 4 part. Superior, reverse.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
50	M	Paper, Carbonless. 8 1/2" x 11", 5 part. Superior, reverse.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
20	M	Paper, Carbonless. 8 1/2" x 11" CB Canary.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
20	M	Paper, Carbonless. 8 1/2" x 11" CFB Pink.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
20	M	Paper, Carbonless. 8 1/2" x 11" CF Manila Tag.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
50	M	Paper, Carbonless. 8 1/2" x 14" 2 part. Superior, reverse.		Virgin \$ _____/M		\$
				Recycled \$ _____/M		\$
COPY/PRINT PAPER SUB TOTAL PAGE 5						\$

# BID FORM

COPY PAPER/PRINTING PAPER: Page 6 of 15

	Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
	100	M	Paper, Carbonless. 8 1/2" x 14" 3 part. Superior, reverse.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	200	M	Paper, Carbonless. 11" x 17", 2 part. Superior, reverse.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	200	M	Paper, Carbonless. 11" x 17", 3 part. Superior, reverse.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	100	M	Paper, Carbonless. 11" x 17" 3 part. Superior, straight		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	100	M	Paper, Carbonless. 11" x 17" 20M 20#, CB White		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	100	M	Paper, Carbonless. 11" x 17" 20 M 20#, CF White		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	5	M	Paper, Carbonless. 22 1/2" x 34" CB Buff Ledger.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	5	M	Paper, Carbonless. 22 1/2" x 34" CF Manila Tag.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	2	M	Paper, Carbonless. 34.5" x 22.5" CB Blue Strickland # 81026, NCR carbonless or fully equal.		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	2	M	Paper, 11" x 17" C.B. white, NCR		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	2	M	Paper, 11" x 17" C.F. white, NCR		Virgin \$ ____/M Recycled \$ ____/M	\$ \$
	COPY/PRINT PAPER SUB TOTAL PAGE 6					\$

# BID FORM

COPY PAPER/PRINTING PAPER: Page 7 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
48	BOX	Paper, Computer. White 1-ply, 9 1/2" x 11", 20 lb. Left & right perforations. Blank. <b>BIDDER TO STATE NUMBER OF SHEETS/ BOX. _____ SHEETS.</b>		Virgin \$ _____/bx Recycled \$ _____/bx	\$ \$
10	BOX	Paper, Computer. White 5-ply, carbonless. 9 1/2" x 11", 20 lb. Left & right perforations. Blank. <b>BIDDER TO STATE NUMBER OF SHEETS/ BOX. _____ SHEETS.</b>		Virgin \$ _____/bx Recycled \$ _____/bx	\$ \$
22000	M	Paper, Copy (Xerographic). White. 8 1/2" x 11" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
480	M	Paper, Copy (Xerographic). Assorted Colors. 8 1/2" x 11" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
3,000	M	Paper, Copy (Xerographic). White. 8 1/2" x 11" 20 lb. bond. 3 Hole punched. See detailed specifications in spec body. Bid no less.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
30	M	Paper, Copy (Xerographic). Assorted Colors. 8 1/2" x 11" 20 lb. bond. 3-hole punched. See detailed specifications in spec body. Bid no less.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 7					\$

# BID FORM

## COPY PAPER/PRINTING PAPER: Page 8 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
2000	M	Paper, Copy (Xerographic). White 8 1/2" x 14" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
250	M	Paper, Copy (Xerographic). White. 11" x 17" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
2	M	Paper, Crack & Peel. 8 1/2" x 11. Fluorescent Chartreuse.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, Crack & Peel. 17" x 22" . White Offset		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
5	M	Paper, Crack & Peel. 17" x 22" . Fluorescent Orange.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
1	M	Paper, Crack & Peel. 17" x 22" . Fluorescent Red.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
1	M	Paper, Crack & Peel. 17" x 22" . Fluorescent Green.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
1	M	Paper, Crack & Peel. 17" x 22" . Yellow Litho.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 8					\$

# BID FORM

COPY PAPER/PRINTING PAPER: Page 9 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
150	M	Paper, document. 8 1/2" x 11" 24 lb. Fraser "Synergy", pure white with light cockle finish. 25 % Cotton. Factory cut and wrapped. Fraser Synergy only, no substitutes.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
250	M	Paper, document. 11" x 17", 24 lb. Fraser "Synergy", pure white with light cockle finish. 25 % Cotton. Factory cut and wrapped. . Fraser Synergy only, no substitutes.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
200	M	Paper, document. 8 1/2" x 11" 24 lb. Rag Bond. White, 25% Cotton. Cockle Finish, long grain. Neenah Paper or Equal, U.S. made.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Paper, document. 8 1/2" x 14" 24 lb. Rag Bond. White, 25% Cotton. Cockle Finish, long grain. Neenah Paper or Equal, U.S. made.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper, document. 8 1/2" x 11". 24 lb. Classic Laid. Natural White.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper, document. 8 1/2" x 11". 24 lb. Cranes Crest. Natural White.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper, document. 8 1/2" x 11". 24lb. Laid Stratmore Writing. Natural White.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 9					\$



# BID FORM

COPY PAPER/PRINTING PAPER: Page 10 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
20	M	Paper, document. 8 1/2" x 11". 24lb. Writing with lineal finish. Solar White. With min. brightness rating of 97 and opacity rating of 92. Acid & chlorine free. Watermarked. Laser & ink compatible. Neenah Classic Columns # 09904		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
75	M	Paper, 8 1/2" x 11", 20 lb. Bond. Assorted Colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Paper, 8 1/2" x 14", 20 lb. Bond Assorted Colors		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 8 1/2" x 14", 20 lb. Salmon color. State whether this color is included with assorted colors as some manufacturers do not include.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
250	M	Paper, 11" x 17" 20 lb. Bond. Assorted Colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
120	M	Paper, 17 1/2" x 22 1/2" 20 lb. Bond. Assorted colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 8 1/2" x 11" 20 lb., 3-hole punched, Mylar.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
150	M	Paper, 17 1/2" x 22 1/2", 50 lb. White Offset.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 10					\$

**BID FORM**

**COPY PAPER/PRINTING PAPER: Page 11 of 15**

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
150	M	Paper, 8 1/2" x 11" 60 lb. White. Williamsburg Offset or fully equal.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
100	M	Paper, 8 1/2" x 11" 60 lb. White Opaque Offset.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
1000	M	Paper, 8 1/2" x 11 60 lb. Assorted Colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Paper, 8 1/2" x 11" 60 lb. Assorted Brite-Hue Colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
200	M	Paper, 11" x 17" 60lb. White Offset		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 11" x 17" 24/60 lb. Bond. Peach color.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Paper, 11" x 17" 60 lb. Vellum Astro-bright text. Assorted colors (Please list colors available).		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
50	M	Paper, 19" x 25" 60 lb. White Offset.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper 23" x 35" 60 lb. Natural Parchtone.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
<b>COPY/PRINT PAPER SUB TOTAL PAGE 11</b>					<b>\$</b>

# BID FORM

COPY PAPER/PRINTING PAPER: Page 12 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
10	M	Paper 23" x 35" 60 lb. Assorted Brite-Hue colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 23" x 35" 60 lb. Astro-bright Text. Assorted colors. (Please list available colors).		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 11" x 17" 65 lb. Vellum Astro-bright cover. Assorted colors. (Please list available colors).		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 23" x 35" 65 lb. Astro-bright Cover. Assorted colors. (Please list available colors).		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
30	M	Paper, 8 1/2" x 11" 70/28 lb. White. Domtar Opaque Bright White or equal in every way.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper, 11" x 17" 70 lb. Ivory Offset.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
30	M	Paper, 11" x 17" 70 lb. White Offset.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
35	M	Paper, 11" x 17" 70 lb. White Opaque.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 23" x 35" 70 lb. Ivory Linen.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 12					\$

# BID FORM

## COPY PAPER/PRINTING PAPER: Page 13 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
45	M	Paper, 8 1/2" x 11" 80 lb. Cover. Solar white, Classic Columns, linear finish, sub 80 basis, acid free. <b>No substitutes.</b>		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
60	M	Paper, 8 1/2" x 11" 80 /118 lb. Gloss Text, Laser, 96 brightness. <b>Futura Gloss brand # 064637 only. No substitutes.</b>		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
12	M	Paper, 11" x 17 80 lb. Gloss Text, Laser, 96 brightness. <b>Futura Gloss brand # 065744 only. No substitutes.</b>		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 23" x 35" 80 lb. Solar White Cover. Classic Columns, Linear finish. No substitutes.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
13	M	Paper, 23" x 35" 80 lb. Smooth White Cover, 92 brightness. Dointar Opaque or equal.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 23" x 35" 80 lb. Gray Fibered Cover.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 22 1/2" x 35" 90 lb. White Index.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
1	M	Paper, 22 1/2" x 35" 90 lb. Salmon Index.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 13					\$

# BID FORM

## COPY PAPER/PRINTING PAPER: Page 14 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
5	M	Paper, 25 1/2" x 30 1/2" 90 lb. White, Index		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper, 25 1/2" x 30 1/2" 90 lb. Index, Assorted Colors.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
20	M	Paper 25 1/2" x 35" 90 lb. White Index		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
48	M	Paper, 12.5" x 19" Digital Gloss. 100 lb. Text, White. Pre-cut sheets only. Order increments of 24000 sheets per pallet.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
6	M	Paper, 23" x 35" 100 lb. Gloss White Book finish.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
10	M	Paper, 25 1/2" x 30 1/2" 110 lb. White Index.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
2	M	Paper, 25 1/2" x 30 1/2" , 140 lb. White Index.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
2	M	Paper, 25 1/2" x 30 1/2" , 140 lb. Assorted Colors. Index.		Virgin \$ _____/M Recycled \$ _____/M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 14					\$

# BID FORM

## COPY PAPER/PRINTING PAPER: Page 15 of 15

Est. Annual Qty	UOM	Description	Brand/Series/Counts	Unit Prices	Extended Total
5	M	Paper, 23" x 35" 10 pt. C1S Cover White. (Not Krom-Kote)		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
1	M	Paper, 23" x 35" 12 pt. C1S Cover Kromekote. White. Minimum brightness rating of 92.		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
25	M	Paper, 23" x 35" 10 pt. C2S Cover White. (not Krom-Kote)		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
5	M	Paper, 23" x 35" 10 pt. Krom-Kote Cover White. Minimum brightness rating of 92.		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
1/2	M	Foam Core Board, 32" x 40" x 3/16". Self adhesive on one side. Color to be White with smooth finish. 25 pieces/bundle.		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
1/2	M	Foam Core Board, 48" x 96" x 3/16". Self adhesive on one side. Color to be White with smooth finish. 25 pieces/bundle.		Virgin \$ <u>      </u> /M Recycled \$ <u>      </u> /M	\$ \$
COPY/PRINT PAPER SUB TOTAL PAGE 15					\$

## BID FORM

### CITY OF BIRMINGHAM SEMI-ANNUAL PAPER PRODUCTS CONTRACT:

#### COPY PAPER/PRINTING PAPER TOTALS

SUB TOTAL PAGE 1	\$
SUB TOTAL PAGE 2	\$
SUB TOTAL PAGE 3	\$
SUB TOTAL PAGE 4	\$
SUB TOTAL PAGE 5	\$
SUB TOTAL PAGE 6	\$
SUB TOTAL PAGE 7	\$
SUB TOTAL PAGE 8	\$
SUB TOTAL PAGE 9	\$
SUB TOTAL PAGE 10	\$
SUB TOTAL PAGE 11	\$
SUB TOTAL PAGE 12	\$
SUB TOTAL PAGE 13	\$
SUB TOTAL PAGE 14	\$
SUB TOTAL PAGE 15	\$
COPY/PRINT PAPER GRAND TOTAL	\$

GENERAL ITEMS GRAND TOTAL \$ \_\_\_\_\_

COPY/PRINT GRAND TOTAL \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

**REMINDER:** It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid either a certified check, a cashier's check, or a bid bond payable to the City of Birmingham. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check in the amount of \$500.00.

Exceptions To General Item Specifications: \_\_\_\_\_

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Exceptions To Copy/Print Specifications: \_\_\_\_\_

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## BID FORM

### CITY OF BIRMINGHAM SEMI-ANNUAL PAPER PRODUCTS CONTRACT:

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority and women-owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

_____	_____
_____	Date of Bid
_____	_____
_____	Company
_____	_____
_____	Street Address
_____	_____
Tax ID Number	_____
_____	_____
Name (Print or Type)	Post Office Box (Zip if different the street address)
_____	_____
Signature	City State Zip
_____	_____
Title	Terms of Payment
_____	_____
E-mail address	Fax Number
_____	_____
_____	Telephone Number
_____	_____
_____	Fax Number

Bidder acknowledges receipt of \_\_\_\_\_ addenda to the bid.  
(Number(s))

**IF AVAILABLE PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.**

**INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:**

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS (and NAME if different than above)**